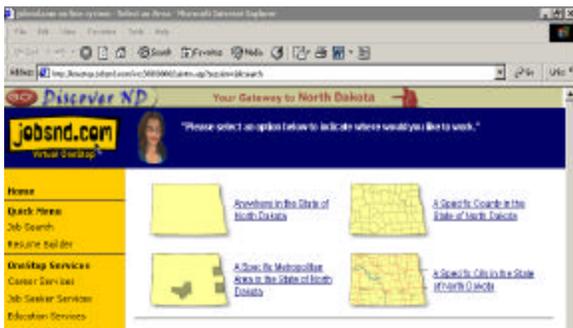


# GUIDE TO FINDING EDUCATION VACANCIES

- Go to <http://www.jobsnd.com>. Click *Guest Access*, where you may view the jobs, but will not be able to apply on-line.



- Click on *By Geographic Area*.
- Choose Statewide, County, Metropolitan Statistical Area (MSA), or City.



## Select a Search Option:

- **Keyword** – Type one word.
- **Occupational Group** – The most commonly used.
  - **Choose** an Occupational Group.
  - **Choose** a Specific Occupational Title.

Option 2 - Occupational Group Search

Click the Occupational Group Link in this section to view the results

Occupational Group	Job Listings	Job Openings
<a href="#">Architecture and Engineering Occupations</a>	31	62
<a href="#">Arts, Design, Entertainment, Sports, and Media Occ.</a>	32	56
<a href="#">Building &amp; Grounds, Cleaning &amp; Maintenance Occup.</a>	150	297
<a href="#">Business and Financial Operations Occupations</a>	31	51
<a href="#">Community and Social Services Occupations</a>	56	120
<a href="#">Computer and Mathematical Occupations</a>	25	145
<a href="#">Construction and Extraction Occupations</a>	234	451
<a href="#">Education, Training, and Library Occupations</a>	199	262

## Common Education Occupational Groups:

### *Management Occupations:*

Education Administrators - Superintendents/ Principals, Financial Managers, Human Resource Managers, etc.

### *Education, Training, & Library Occupations:*

Teachers, Librarians, Audio-visual Specialists, etc.

### *Community & Social Service Occupations:*

Education, Vocation, & School Counselors, School Social Workers, etc.

### *Art, Design, Entertainment, Sports, & Media Occupations:*

Coaches, Umpires, Art Directors, Interpreters/Translators, etc.

- **Advanced** – Fine tunes your job search criteria. Use this option to search all the vacancies in your specific occupational group that have been listed within one to sixty days.

*See the reverse side to determine what the system can do for you.*

# Are you looking for a job?

Here's how **jobsnd.com** on-line services can help!

What would you like to do?	How you can do it best!		
	GUEST	REGISTERED	
Search for Jobs	Registration Not Required	Registration Without Resume	Registration With On-line Resume
Location (within North Dakota)	✓	✓	✓
Occupational group	✓	✓	✓
View details of a job	✓	✓	✓
View how to apply for a job	✓	✓	✓
Set the Virtual Recruiter to find appropriate jobs for you		✓	✓
Create a resume			✓
Build multiple resumes			✓
Access my resume (if you're an employer)			✓
Build my on-line application			✓
Submit my on-line application			✓

Go to <http://www.jobsnd.com> to access services.



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JSND-6131 (4-03)

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## Labor Market Information

information services resources access information services

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### Find Employees

Search for a Job (Guest Access)

Candidate Search (Guest Access)

[By Geographic Area](#)

[By Geographic Area](#)

First Time User? [Click Here](#) for Help!

First Time User? [Click Here](#) for Help!

[Job Seekers-Find Your User Name](#)

Call 1-888-263-3453 to:

- \* File your Unemployment claim
- \* Certify your weekly eligibility for Unemployment
- \* Get information about your Unemployment claim

## The Latest News ...

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